

CITY OF TEMPE SEASONAL EMPLOYMENT OPPORTUNITY



Parks and Recreation, 2nd floor of the Tempe Library ■ 3500 S. Rural Road ■ Tempe, AZ 85282 ■ (480) 858-2469 ■ TDD (480) 350-5050 ■ www.tempe.gov

Adapted Recreation After School Life Skills Substitute Leader

OPENING DATE:	September 30, 2004
FIRST REVIEW DATE:	October 15, 2004. Applications submitted by this date will be screened and may be invited to an interview. Applications received after this date will only be reviewed and interviewed on an as-needed basis.
INTERVIEWS WILL BE CONDUCTED:	October 20-27.
CLOSING DATE:	Open until needs of City are met
EXPERIENCE AND TRAINING:	Requires some experience working with children or teens. Prefer some experience in coordinating activities for adults and children with developmental disabilities. Some college level course work in special education and/or related field is preferred. Requires successful completion of required selection process, successful completion of background investigation, and verification of identity and work authorization.
REPRESENTATIVE ESSENTIAL FUNCTIONS:	<ul style="list-style-type: none">• Planning age-appropriate activities and ensuring they are safely conducted.• Fostering a positive relationship with school staff• Supervising teen participants and volunteers.• Maintaining facility; reporting problems, cleaning up, ensuring safety.• Completing payroll time sheets; tracking student attendance• Setting up teaching area; lifting and carrying tables, chairs, teaching equipment; may require lifting or transferring people in and out of wheelchairs.• Requesting and accounting for supplies
HOURLY WAGE:	<ul style="list-style-type: none">• \$8.69/hr
APPLICANT REQUIREMENT:	Position requires certification in First Aid and CPR within 3 months of start of program. If currently certified, please attach a copy of certificates to application.
AVAILABILITY REQUIREMENTS:	<ul style="list-style-type: none">• Must be able to work early release days according to the Marcos de Niza High School schedule.• Hours will be 11:30 am – 2:30 pm one to two days per month. More hours available if desired.

Return Application to Parks and Recreation, 3500 S. Rural Road.

AN EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER